

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY SPECIFIC OFFICE, AGENCY, OR DEPARTMENTAL SCHEDULE ALREADY APPROVED BY THE COUNTY RECORDS COMMISSION.

(1) TO: Clermont County Records CommissionTelephone Number (513) 735-8660289 EAST MAIN STREETBATAVIA45103CLERMONT

(Address)

(City)

(Zip code)

(County)

(2) FROM: GENERAL SCHEDULE - ALL COUNTY OFFICES AND AGENCIES

(Political subdivision name)

(Unit)

Barb BrownBarb BrownRecords Manager

(Signature of responsible official)

(Name)

(Title)

(Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 9-30-09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type*	For use by Auditor of State or OHS-LGRP
G1017-01	AUDIT TRAIL FILES - Data generated during the creation of a database during the processing cycle.	28 days (daily backup retention cycle), or transfer to disk.	Electronic	
G1017-02	BLANK FORMS - Obsolete, unessential or superseded forms stock.	Destroy immediately	Paper/Electronic	
G1017-03	COPIES - EXTRA COPIES - PHOTOCOPIES - Internally duplicated copies of official records, used for reference or reading.	Destroy immediately	Paper/Electronic	
G1017-04	BULLETINS, POSTERS AND NOTICES - Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations.	Destroy immediately	Paper/Electronic	
G1017-05	CORRESPONDENCE -EXECUTIVE - Administration of their Office - Information concerning agency policies, fiscal and personnel matters.	2 years	Paper/Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

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(Political subdivision name)

(Unit)

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type*	For use by Auditor of State or OHS-LGRP
G1017-06	CORRESPONDENCE -GENERAL Internal correspondence from various individuals, companies, or organizations requesting information pertaining to local and legal interpretation and other misc. (informative and does not attempt to influence policy or procedures).	1 year	Paper/Electronic	
G1017-07	CORRESPONDENCE - PERSONAL - Any paper or electronic document received and not defined as business related.	Destroy immediately	Paper/Electronic	
G1017-08	CORRESPONDENCE - ROUTINE Referral letters, request for routine information, answered by standard form letter.	6 months	Paper/Electronic	
G1017-09	DEPARTMENTAL POLICIES & PROCEDURES - Adopted and/or implemented, substantial reports & policy studies.	Paper Electronic	Permanent Move to another media type	
G1017-10	ELECTRONIC FORMS AND MEDIA - Office copies of computer forms, disks, tapes, cards, etc., used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form, microfilm, microfiche, or online.	Destroy immediately	All Varieties	
G1017-11	MINUTES OF AGENCY STAFF MEETINGS: Minutes and supporting documenting internal policy decisions.	2 years	Paper/Electronic	
G1017-12	MONTHLY and WEEKLY REPORTS: Documents status of on-going projects and issues; advise supervisors of various events and issues.	1 year	Paper/Electronic	
G1017-13	SYSTEM BACKUP FILES - To restore system in case of disaster or destruction.	Daily backup - 28 days Month end - 1 year Year end backup - 5 years	Tapes	
G1017-14	TAPE RECORDINGS AND/OR SHORTHAND NOTES - Verbatim recordings of meetings later summarized in other written official proceedings or minutes.	Destroy after the approval of the official records.	Tapes	
G1017-15	TRANSIENT DOCUMENTS - Telephone messages, drafts, (publications, reports, memos, meeting notices) and other documents which serve to convey information of temporary importance in lieu of oral communication.	Destroy immediately	Paper/Electronic	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type*	For use by Auditor of State or OHS-LGRP
G1017-16	RECOVERY MEDIA-Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back up files) in case of a disaster. One copy to be stored off-site.	Until updated, superseded, or obsolete	All Media	
G1017-17	ELECTRONIC MAIL - EMAIL	<u>Non-Record</u> – Delete immediately <u>Permanent Record</u> – Retain in paper or electronic format other than e-mail <u>All Other Records</u> – E-mail archives	Electronic	
G1017-18	EXPENSE RECORDS – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records.	2 years after Fiscal year, provided audited. Original maintained at Auditor's Office	Paper/Electronic	
G1017-19	PAYROLL WORKSHEETS – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports.	2 years	Paper/Electronic	
G1017-20	ELECTRONIC MAIL INFORMATION SYSTEMS/E-MAIL ARCHIVES	3 years <u>Exchange Dumpster</u> – Once the user manually deletes their e-mails from the Deleted Items Folder, the system will purge them on a revolving 14-30 day increment basis as deemed appropriate by the Information Systems Department	Electronic	
G1017-21	PROCUREMENT CARD RECORDS – Receipts, Purchasing Logs, Individual Billing Statements and Department Billing Statements	5 years	Paper/Electronic	

Media Type* - Electronic Record is any combination of text, graphics, data, audio, pictorial, or other information representative in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

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WHEN USING THIS GENERAL SCHEDULE, A CERTIFICATE OF RECORDS DISPOSAL (RC-3) IS NOT REQUIRED BY THE RECORDS COMMISSION.